**Telephone Reference Check List**

References should be checked **after** the interview.

Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person Contacted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #/Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I’m calling regarding references for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is applying for a position with the Office of the Provost Personnel Unit, at UC Davis.

Note: Questions must be **job related**. Responses should be documented information.

Could you verify the dates of employment with you?

What was the nature of the job (description of duties and responsibilities)? Did they have to do any analysis? How are they are navigating sensitive and difficult situations?

If you experienced any difficulties, were they discussed with the employee? Was there improvement?

What job progress did he/she make?

How did he/she interact with others? How did they resolve conflict?

What type of ambassador was this person for your department?

How would you describe his/her performance?

What are his/her strong and weak points?

Could you comment on attendance, dependability, follow-through, ability to take on responsibility, initiative, degree of supervision needed, ability to learn, and any difficulties that interfered with his/her work?

Why did he/she leave your company?

Would you rehire him/her? If not, why not?